



Job Announcement

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Opening Date:	May 27, 2014	Closing Date:	June 10, 2014
Job Title:	District Court Clerk I/II Civil/ Cashier	Position Type:	Regular Full-Time
PIN:	000654	FLSA Status:	Non-Exempt
Location:	District 8, Baltimore County Catonsville, MD	Grade/ Entry Salary	Level I J05 \$28,404 - \$33,616 Level II J06 \$30,157 - \$35,732
		Financial Disclosure:	No

Regular State employees subject to promotion/demotion policy

If you are currently a District Court Clerk I/II and are interested in the above location, submit your application and cover letter stating position title and location to the address below.

Essential Functions: Work involves performing specialized clerical functions involving Civil Court renewals and backing-up the Primary cashier. Greets and assists the public, police, attorneys and court personnel. Responds to inquiries and provides information regarding court policies and procedures. Processes all incoming civil renewals. Updates information in the computer and sets trial dates. Accepts payments for traffic and criminal fines and civil filing fees. Dates landlord/ tenant actions for non-payment of rent. Balances and closes the daily receipts of the cash register and generates reports. Opens, documents and files mail. Performs other clerical duties or complete special assignments as needed.

Education: High school diploma or GED.

Experience: Level I - Two years of general clerical work experience.
Level II - experience above, plus one year of Court experience.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Knowledge of modern office practices, procedures systems and equipment required to support the assigned unit. Ability to learn and utilize basic legal terminology, standard legal forms and documents used in the Maryland District Courts. Ability to communicate effectively with the public, law enforcement, attorneys as well as court personnel and to provide information both in person, in writing and on the telephone. Ability to cross train in other areas. Ability to maintain and use detailed alpha and numeric filing systems. Ability to open, process and distribute mail. Ability to consistently manage work load. Knowledge of basic English grammar. Ability to learn and apply specific court related software applications. Ability to exercise tact and understanding in stressful situations. Ability to multi-task and prioritize. Strong organizational skills. Ability to interpret and follow complex directions. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted). Materials must be received at the address below. The Human Resources Department will not be responsible for applications/resumes sent to any other address. Bilingual applicants are encouraged to apply.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files and faxes are not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.